

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 36-2856

22 OCTOBER 2012



Personnel

MEDICAL SERVICE AWARDS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs*. It establishes guidance, eligibility criteria, and nomination procedures for recognizing officers, enlisted, and civilian personnel for outstanding service and contributions to the Air Force Medical Service. It applies to major commands (MAJCOM), subordinate units, forward operating agencies (FOA), direct reporting units (DRU), and members of the Air Force Reserve, and Air National Guard (ANG) and Air Force civilian personnel. This instruction directs collecting and maintaining information subject to the Privacy Act of 1974 authorized by Title 10 U.S.C 8013. System of records notice F036 AF PC V, Awards and Decorations, applies. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records* and disposed of in accordance with the *Air Force Records Disposition Schedule (RDS)* maintained in the Air Force Records Information Management System (AFRIMS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

Submission of new awards are the responsibility of the respective award category OPR. The individual award OPR must submit an Air Force Form 673 to be signed by the Surgeon General or designate to AF/SG1 for coordination of additions or changes to AFI 36-2856. Send comments and suggested improvements on Air Force Form 847, *Recommendation for Change of Publication*, through appropriate chain of command to HQ USAF/SG1, 7700 Arlington Blvd, Falls Church, VA 22042. Submissions for new awards should address who is eligible for the award and if there other awards which recognize similar types of performance. Submission of new awards should be coordinated through MAJCOM, FOA and DRU functionals followed by the Corps Directors and AF/SG1.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include adjustments to the overall number of eligible awards and addresses nomination and eligibility criteria for all new award categories. Instructions to clarify the awards program, nomination, selection, and presentation of awards were also revised. An eligibility period and nomination period were added and appropriately defined as applicable to the award season. All named awards were deleted and recognition of named honoree is now mentioned in the description of the award where applicable. All award descriptions and qualifications have changed to meet their new award category.

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Section A—Medical Service Awards Program.**1. Purpose.** The Air Force Medical Service Awards Program (AFMSAP):

- 1.1. Recognizes individuals and teams whose outstanding actions improve the delivery of health care and contribute to expeditionary medical operations for our Air Force personnel worldwide.
- 1.2. Acknowledges sustained superior job performance, innovative operations, and exceptional teamwork.

2. Responsibilities.

- 2.1. Headquarters United States Air Force Surgeon General (AF/SG):
 - 2.1.1. Oversees policy and advocates for the efficient management of the AFMSAP.
- 2.2. The Medical Force Development Directorate (AF/SG1)
 - 2.2.1. Manages and executes the AFMSAP annually with the assistance of each Corps Director (Medical, Dental, Nursing, Medical Service, Biomedical Sciences, and Enlisted Corps) and the Enlisted Career Field Functional Managers (CFMs).
 - 2.2.1.1. AF/SG1 Corps Directors and Enlisted CFMs will validate their respective award categories on an annual basis to ensure appropriate quality/quantity of awards under their purview. Requested amendments to AFI 36-2856 will need to be submitted using AF Form 847 on or before 15 April of each year.
 - 2.2.2. Releases official message(s) in support of the annual call for nominations and the annual announcement of winners for all Medical Service Awards in the AFMSAP and others as necessary.
 - 2.2.3. Reviews, coordinates, and submits AF Form 847 changes and/or additions to AFI 36-2856, Medical Service Awards to AF/A1.
 - 2.2.3.1. All named awards have been removed and the honoree name placed in the description of the award category as applicable. Any requests to name/rename an award after persons alive or dead must first be approved by the AF/SG1 Corps Directors, as well as the AF/SG1 AFMS Awards OPR. Once approved at this level, then the request will be presented to the AF/SG, AF/DSG, and Corps Chiefs for final approval prior to inclusion in the IC request.
 - 2.2.4. Submits reviewed changes and/or additions to AFI 36-2856 with AF Form 673 to appropriate publications office for processing.
 - 2.2.5. Assigns Offices of Primary Responsibility (OPRs) for each award. OPRs for each award are listed at the end of each award description.
 - 2.2.6. Coordinates recognition of annual winners with MAJCOMs, FOAs, DRUs, AFRC and ANG activities.
 - 2.2.7. Submits annual announcement of winners to Air Force News Service for publication and posts annual announcement of winners to the AFMSAP website.

2.2.8. Approves out-of-cycle release of annual winners. Awards with standing approval for out-of-cycle release are listed in Attachment 2. Headquarters Air Force Reserve Command Surgeon (AFRC/SG) is the selection authority for the USAFR, and the Air Surgeon (ANG/SG) is the selection authority for the ANG.

2.2.9. Prepares letters and certificates for each winner and coordinates with AF/SG for signature. AF/SG1 also prepares all letters and certificates for each winner as outlined in Section B, Item 6.1 and sends them to the appropriate MAJCOM, DRU, and FOA as necessary.

2.3. OPRs for each award are identified each year and are responsible for the following:

2.3.1. Initiate, coordinate, recommend, and seek approval for changes to this AFI in response to input from the field. Submit requests for new awards to AF/SG1 using AF Form 847.

2.3.2. Convene selection boards for the awards as directed by AF/SG1.

2.3.3. OPRs should accommodate any special requirements such as specific presentation date, activity, or ceremony, and release the names of the winners to their functional communities. OPRs must forward the name(s) of the winner(s) and all related details (award, name, rank, unit, installation, and MAJCOM/FOA/DRU) to HQ USAF/SG1 for inclusion in the official worldwide release message.

2.4. MAJCOMs, subordinate units, medical treatment facilities (MTFs) and supervisors submit names of individuals or groups of individuals for recognition in accordance with these guidelines.

Section B—Nomination, Selection, and Presentation of Awards.

3. Nominations.

3.1. AF/SG1 solicits awards nominees by means of a message distributed to Headquarters Air Force, DoD, Health Affairs ASD (HA), MAJCOMs, FOAs, and DRUs no later than 1 August. Unless otherwise specified in the award criteria, all AFMS personnel including active duty, civilian employees, Air Force Reserve Command, Air National Guard, Headquarters Air Force, DoD, Health Affairs ASD (HA), MAJCOMs, MTFs, FOAs, and DRUs are eligible to compete.

3.2. The AFMSAP is based on the fiscal year. Therefore, award nominations should include accomplishments from October through September.

3.2.1. The eligibility period is defined as a 12 month period from October through September.

3.2.2. The nomination period is defined as a 16 month period that covers the eligibility period until the results are officially released from the AF/SG.

3.2.3. All military nominees will maintain a current and passing fitness score throughout the entire nomination period.

3.2.4. All military nominees should have PME commensurate with rank.

3.2.5. Nominees will meet all AF standards and WILL NOT have an Unfavorable Information File (UIF) or any quality force issues during nomination period. It is the responsibility of the nominating commander to notify the appropriate award OPR should a nominee fail to meet requirements at anytime during the nomination period.

3.2.6. For enlisted personnel, nominees should not have been accepted for a commissioning program for the same eligibility period.

3.2.7. Nominees will not use accomplishments from time assigned to a formal training program such as AFIT, fellowships, internships, or while in student status.

3.2.8. Colonels and CMSgts will generally be considered ineligible for AFMS-level awards unless a component of a team award or otherwise specified in the ensuing attachments.

3.2.9. Contractors will be considered ineligible for the AFMSAP.

3.3. Individual and team award nominations are locally drafted and approved initially at the unit-level. MAJCOMs solicit nominations each year for MAJCOM-level awards and also determine nominations for AF-level awards. If no award category exists at the MAJCOM level, unit-level award nomination packages should be submitted through their respective MAJCOM or equivalent headquarters prior to submission to the award OPR, unless otherwise stated.

3.3.1. MAJCOM or equivalent level nominees are defined as nominees to an AF-level (SG) award and are not MAJCOM or equivalent level winners of the AF-level (SG) award, and they will be referred to appropriately on performance reports.

3.4. Nomination packages will include the following:

3.4.1. An electronic *AF 1206* will be submitted IAW AFI 33-360, *Publications and Forms Management* for each individual or team nominated unless otherwise noted.

3.4.2. A single letter illustrating all individual nominees and teams signed by the Medical Group Commander or equivalent. This letter is for MAJCOM screening purposes, and need not be submitted by the MAJCOM to the award OPR. A MAJCOM may choose to alter these requirements, but group-level or equivalent commander must acknowledge each applicant from his or her command. The letter should include an attachment listing all nominees being submitted for any award and will include the nominees' full names and ranks. Team awards will be submitted as a separate attachment listing all team members. It too should include the nominees' full names and ranks. Sample nomination packages are available in Attachment 3 through Attachment 6. Members with UIFs or quality force issues are not eligible to compete for individual or team awards. If such a member's team is nominated, the team may still compete for the award. However, the member in question must be omitted from the list of team members nominated. MAJCOM award processes may take precedence over these nomination package requirements.

3.4.2.1. Nominees are eligible for rank-specific awards if the nominee's rank matched the rank specified for at least six months of the eligibility period. For example, SSgt Jones is eligible for the Outstanding Medical Materiel Airman of the

Year Award if he or she served in the rank of SrA for six months or more during the eligibility period.

3.4.2.2. Individuals who undergo a permanent change of station (PCS) during the eligibility period should be submitted for awards (individual and team) by the unit to which they are/were assigned at the time of nomination. Accomplishments from a previous base are acceptable for individual awards in these cases. Individuals should not be submitted for individual awards by a deployed unit; however deployed units may forward the member's information to the unit of assignment for submission and coordination. Deployed units are not eligible for team awards.

3.5. Written narratives for individual and team nominations will meet the criteria outlined in Attachment 5 and Attachment 6 unless otherwise specified within the award-specific attachment. Any acronym or similar legends should be identified and spelled out on the front side of *AF Form 1206* below the content related bullets under the heading: ACRONYM LIST. Acronyms are listed in alphabetical order. List acronyms vertically; if the list exceeds one column in length, list horizontally. See Attachment 5 and Attachment 6 for examples.

3.5.1. Written nominations must be submitted on the *AF Form 1206*, using the most current version found at <http://www.e-publishing.af.mil>. Packages should be in standard bullet format with a maximum of 20 lines of content related text. Complete the form with information as required: name of the award, category (if applicable), award period, individual's name, rank, last four of SSAN, MAJCOM/FOA/DRU, duty AFSC and duty title, nominee's telephone, unit of assignment, and unit complete mailing address, name and rank of unit commander and corresponding phone numbers.

3.5.2. Individual nominations must include specific facts that clearly distinguish the nominee from his or her peers citing examples that occurred during the specified eligibility period. There should be no additional text on the heading lines (Attachment 5). Nomination packages must include the following headings unless otherwise specified in the individual award description:

3.5.2.1. Leadership and Job Performance (75 points/15 lines maximum): describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission during the eligibility period. Reference to quarterly or annual awards may also be included in this section.

3.5.2.2. Significant Self-Improvement and Base/Community Involvement (25 points/5 lines maximum): show how the member developed or improved skills related to primary duties, e.g., achievements in professional societies or associations, off-duty education related to primary duties, formal training, Career Development Course enrollment or completion, on-the-job training, certifications, etc. Include completion of any Developmental Education (DE) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties, e.g., class, course, degree enrollment and/or completion and grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military member during the eligibility period. Also define the

scope and impact of the member's positive leadership and involvement in both the military and civilian communities. Include leadership, membership or participation in unit advisory councils, professional military organizations, associations, and events, e.g., President of Company Grade Officer's Council, President of Top Three, unit dining-out committee, member of Air Force Association, Sunday school teacher, and so on.

3.5.3. Team nomination packages should include a list of all team members for archival reference purposes at the MTF and MAJCOM level (Attachment 4). This reference list is especially important when ensuring the validity of team member participation within OPRs and EPRs for example. Team packages must address the following unless otherwise specified in the team award description:

3.5.3.1. Team Accomplishments (100 points/20 lines maximum): list the team's actual or expected accomplishments (Attachment 6). If expected results were not achieved, team efforts to redefine the goal should be included. Describe any/all efforts employed by the team to identify and meet community and customer needs and desires. Also illustrate any other team accomplishments that demonstrate integration and collegiality, and significant contribution to increase mission effectiveness, e.g., any AFSSO21 initiatives.

3.6. MAJCOM Responsibilities.

3.6.1. Establish suspense dates and guidelines for nominations.

3.6.1.1. MAJCOMs should use command functionals, AFMOA SMEs, and other strategic leaders to select winners through the board process. Consider having AF/SG2 and Chief, Medical Enlisted Force as the OPRs for selecting board president/membership at the MAJCOM level.

3.6.2. Forward packages winning MAJCOM-level competition to the designated award OPRs for AF-level competition, as stated in the annual call for nominations.

3.6.3. Due dates.

3.6.3.1. Awards packages are due to appropriate award OPR NLT 1 December. MAJCOMs may create their own suspense's to meet the suspense to the award OPR. Any MAJCOM suspense mentioned is merely a suggestion. Individuals not assigned to a MAJCOM, FOA or DRU may submit their packages directly to the award OPR by the suspense of 1 December.

3.6.4. Each MAJCOM, FOA or DRU submits one nomination from each award category annually. In such instances where submitting a nomination in a given category is not desired, the winner may be recognized at the respective MAJCOM, FOA or DRU, but does not have to be forwarded for AF-level competition.

3.6.5. If no nominations are to be forwarded, a negative reply to the award OPR is required.

3.7. Individual members may be nominated for only one individual AFMS-level award in any given eligibility period.

3.7.1. Military nominees are limited to winning a specific AFMS-level award to no more than once in their career within the same category (e.g., limit to once at CGO level and once at FGO level). Individuals may, however, apply and/or compete for other AF-level awards without this particular restriction. Civilian nominees are limited to winning a specific individual AFMS-level award to once every five years for the same award category unless otherwise annotated in the award criteria.

3.7.1.1. Because team members turn over on a regular basis, a team that wins at the AFMS-level may re-compete for the same award, without restriction.

3.7.2. A MAJCOM nominee, who does not win at the Air Force level, may compete again in the same category without restriction unless otherwise stated by the MAJCOM.

4. Selecting USAF Award Winners.

4.1. Selection Board Dates.

4.1.1. The Award OPR will convene a selection board and select winners NLT first business day following 1 January.

4.2. A Colonel or civilian equivalent should chair the selection boards for officer awards; a CMSgt or civilian equivalent should chair selection boards for enlisted awards. Exceptions can be made, providing that the board presidents are equal, or senior to the rank of Lieutenant Colonel for officer awards or SMSgt for enlisted awards. Members must be higher or equivalent to those who are able to compete for the same award category.

4.3. Submission Dates.

4.3.1. The award OPR ensures that information regarding award winners is submitted to AF/SG1 NLT 15 January. Required information for each winner includes name of award, full name (list of names if team award), rank, unit, installation, installation mailing address, and MAJCOM/FOA/DRU.

5. Releasing USAF Award Winners.

5.1. Award release dates.

5.1.1. AF/SG1 disseminates the selection board results to the AF/SG1 Corps Directors/CFMs for final approval prior to releasing an official worldwide message NLT 1 February.

5.2. Attachment 2 lists awards approved for out of cycle release, all other award winners will be released inclusively in the official worldwide message NLT 1 February of each year.

5.3. In addition to an official worldwide message (all MAJCOM/DRU/FOA), AF/SG1 will ensure each MAJCOM/DRU/FOA is provided with an electronic list of the annual winners. This is intended to facilitate expeditious recognition of the AFMS winner(s) within each MAJCOM/DRU/FOA.

6. Presenting the Awards and Recognition:

6.1. AFMS-level individual award winners will receive a personal letter and certificate of recognition signed by the Air Force Surgeon General and are authorized to wear the Air Force Recognition Ribbon (military) or the Air Force Recognition Lapel Pin (civilian), as applicable. Each AFMS-level award winning team will also receive a certificate and letter

signed by the Air Force Surgeon General. The Air Force Recognition Ribbon is not authorized for members of winning teams.

6.2. AF/SG1 will generate letters and certificates as noted in Section 6.1 and will forward them to the appropriate MAJCOM/FOA/DRU for subsequent distribution to the unit-level.

6.3. In addition to the recognition provided by the AF/SG and/or the MAJCOM/SG, functional representatives may elect to offer supplemental recognition at an appropriate time/location.

6.4. Funding to attend award presentation/ceremonies recognizing AFMS-level winners is allocated at the discretion of the nominating unit commander and/or the corresponding MAJCOM/SG.

THOMAS W. TRAVIS, Lt Gen, USAF,
MC, CFS Surgeon General

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-28, *Awards and Decorations Program*, 1 August 1997

AFI 36-2101, *Classifying Military Personnel* (Officer and Enlisted), 14 June 2010

AFMAN 33-363, *Management of Records*, 1 March 2008

AFOCD, *Air Force Officer Classification Directory*, Current Edition

Joint Publication 1-02, *DOD Dictionary of Military and Associated Terms*, 8 November 2010

Adopted Forms

AF Form 673, *Request to Issue Publication*

AF Form 847, *Recommendation for Change of Publication*,

AF Form 1206, *Nomination for Award*

Abbreviations and Acronyms

AB—Airman Basic

A1C—Airman First Class

AES—Aeromedical Evacuation Squadron

AF—Air Force

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMOA—Air Force Medical Operations Agency

AFMOA/SGOC—Air Force Medical Operations Agency Clinical Quality Management Division

AFMOA/SGOF—Air Force Medical Operations Agency Community Behavioral Health

AFMOA/SGPA—Air Force Medical Operations Agency Flight Medicine Division

AFMOA/SGPB—Air Force Medical Operations Agency Bioenvironmental Division

AFMOA/SGPP—Air Force Medical Operations Agency Public Health Division

AFMOA/SGSA—Air Force Medical Operations Agency Health Benefits Division

AFMOA/SGSL—Air Force Medical Operations Agency Medical Logistics Division

AFMOA/SGX—Air Force Medical Operations Agency Expeditionary Medical Operations

AFMOA/SGY—Air Force Medical Operations Agency Financial Management Directorate

AFMS—Air Force Medical Service

AFMSA—Air Force Medical Support Agency

AFMSAP—Air Force Medical Service Awards Program

AFMSA/SGR—Air Force Medical Support Agency Expeditionary Medical Operations and Science & Technology

AFMSA/SGRI—Air Force Medical Support Agency Medical Information Management/Information Technology Division

AFMSA/SGRK—Air Force Medical Support Agency Population Health Division

AFMSA/SGRS—Air Force Medical Support Agency Division of Science and Technology
AFPD—Air Force Policy Directive
AFRC—Air Force Reserve Command
AFRC/SG—Air Force Reserve Command Surgeon
AFRR—Air Force Recognition Ribbon
AFRRLP—Air Force Recognition Ribbon Lapel Pin
AFSC—Air Force Specialty Code
AF/SG—Air Force Surgeon General
AF/SG1—Assistant Air Force Surgeon General, Medical Force Development
AMN—Airman
AMSUS—Association of Military Surgeons of the United States
ANG—Air National Guard
ANG/SG—Air National Guard Command Surgeon
ARC—Air Reserve Component
ARDMS—American Registry of Diagnostic Medical Sonographers
ARPC—Air Reserve Personnel Center
ARRT—American Registry of Radiologic Technicians
ASD (HA)—Assistant Secretary of Defense (Health Affairs)
BCAC—Beneficiary Counseling and Assistance Coordinator
BSC—Biomedical Sciences Corps
BEE—Bioenvironmental Engineering
Capt—Captain
CFM—Career Field Manager
CFS—Command Flight Surgeon
CMSgt—Chief Master Sergeant
Col—Colonel
CRNA—Certified Registered Nurse Anesthetist
DC—Dental Corps
DE—Developmental Education
DME—Director of Medical Education
DO—Doctor of Osteopathic Medicine
DOD—Department of Defense
DOR—Date of Rank
DR—Disaster Response
DRU—Direct Reporting Unit
FOA—Field Operating Agency
FS—Flight Surgeon
FY—Fiscal Year
GH—Global Health
GS—General Schedule
HA—Humanitarian Assistance
HAWC—Health and Wellness Center
HBA—Health Benefits Advisor
HP—Health Promotions
HPD—Health Promotions Director
HPM—Health Promotions Manager

HPP—Health Promotion Program
HQ AFRC/SG—Headquarters Air Force Reserve Surgeon General
HQ ARPC—Headquarters Air Reserve Personnel Center
HQ ARPC/SG—Headquarters Air Reserve Personnel Center Director of Health Services
HQ USAF—Headquarters United States Air Force
HQ USAF/SG—Headquarters United States Air Force Surgeon General
HQ USAF/SGC—Headquarters United States Air Force Directorate of Medical Force Development
HQ USAF/SGI—Headquarters United States Air Force Directorate of Medical Inquiries and Information
HQ USAF/SGCA—Director, USAF Medical Services Corps
HQ USAF/SGCB—Director, USAF Biomedical Sciences Corps
HQ USAF/SGCD—Director, USAF Dental Services Corps
HQ USAF/SGCM—Director, USAF Medical Corps
HQ USAF/SGCN—Director, USAF Nursing Services Corps
IMA—Individual Mobilization Augmentee
Lt Col—Lieutenant Colonel
Maj—Major
MAJCOM—Major Command
MAJCOM/SG—Major Command Surgeon General
MC—Medical Corps
MSC—Medical Service Corps
MSgt—Master Sergeant
MTF—Medical Treatment Facility or Medical Training Facility for ANG
NC—Nurse Corps
NCO—Noncommissioned Officer
NLT—No later than
NMTCB—Nuclear Technologist Certification Board
OPR—Office of Primary Responsibility
PA—Physician Assistant
PGL—Programming Guidance Letter
PT/OT—Physical Therapy/Occupational Therapy
RDS—Records Disposition Schedule
RSVP—Readiness Skills Verification Program
SES—Senior Executive Service
SG—Surgeon General
SMSgt—Senior Master Sergeant
SrA—Senior Airman
SSAN or SSN—Social Security Number
SSgt—Staff Sergeant
TMA—TRICARE Management Activity
TSgt—Technical Sergeant
UIF—Unfavorable Information File
USAF—United States Air Force
USAFR—United States Air Force Reserve
USAFSAM—United States Air Force School of Aerospace Medicine

USAF/SG—United States Air Force Surgeon General
2Lt—Second Lieutenant
40C0—Commander
42XX43XX—Biomedical Sciences Corps Specialties
46XXX—Nurse/Nursing Shred-outs
41AX—Health Services Administrator
47XX—Dentist
4A000—Health Services Management Manager
4B0XX—Bioenvironmental Enlisted Specialist
4C0XX—Mental Health Service Manager
4C0X1—Mental Health Service Enlisted Specialist
4D0XX—Diet Therapy Manager
4E0XX—Public Health Manager
4E0X1—Public Health Enlisted Specialist
4H0XX—Cardiopulmonary Laboratory Manager
4H0X1—Cardiopulmonary Laboratory Enlisted Specialist
4J0X2—Physical Therapy Enlisted Specialist
4M0XX—Aerospace Physiology Enlisted Specialist
4N000—Medical Service Manager
4N0X1X—Medical Service Enlisted Specialist/Shred-outs.
4N1X1X—Surgical Service Enlisted Specialist/Shred-outs
4P0XX—Pharmacy Enlisted Specialist
4R000—Diagnostic Imaging Manager
4R0XX—Diagnostic Imaging Enlisted Specialist/Shred-outs
4T000—Medical Laboratory Manager
4V0X1/4V0X1A—Optometry/Ophthalmology Enlisted Specialist
4U0X1—Orthotic Laboratory Enlisted Specialist
4Y0X1—Dental Assistant Enlisted Specialist
4Y0X2—Dental Laboratory Enlisted Specialist

Attachment 2**AFMS AWARDS APPROVED FOR OUT-OF CYCLE RELEASE**

A2.1. All USAFR and ANG awards. USAFR awards are presented annually at the AMSUS conference in November of the year following the award. ANG awards are presented at “Readiness Frontiers”.

Attachment 3

SAMPLE NOMINATION COVER LETTER

DEPARTMENT OF THE AIR FORCE

XXth Air Base Wing (MAJCOM)

(Base Name) Air Force Base, (State)

(DATE)

MEMORANDUM FOR (MAJCOM/SG)

FROM: MDG/CC (or independent unit commander if no group)

SUBJECT: Nomination for 20XX Annual AFMS Awards

I certify the annual award nominees listed on the attachment meet all eligibility criteria and nomination guidelines IAW AFI 36-2856.

//SIGNED//

I. M. PROUD, Lt Col, USAF, MC, FS
Commander

Attachment:

List of Award Nominees

Attachment 4**SAMPLE OF LIST OF NOMINEES****Figure A4.1. Sample of List of Nominees.**

| ATCH # | AWARD | NAME/RANK |
|--------|------------------------------------|--------------------|
| 7 | USAF Clinical Excellence Award-CGO | Ia M. Better, Capt |
| 7 | USAF Clinical Excellence Award-FGO | Better Still, Maj |
| 10 | Medium Dental Clinic of the Year | N/A |

Figure A4.2. Sample of List of Nominees for Team Awards.

| ATCH # | AWARD | NAME/RANK |
|--------|------------------------------------|----------------------|
| 31 | Medical Information Services Award | Ia M. Better, Capt |
| 31 | Medical Information Services Award | Better Still, Maj |
| 31 | Medical Information Services Award | Ia M. D-Best, Lt Col |

Attachment 5

NOMINATION FOR AWARD, INDIVIDUAL

Figure A5.1. Sample of AF Form 1206, Nomination For Award, Individual.

AF 1206 Page 1

Close Save Print Email Next >>

Viewer 6.0.1 Users: To Ensure Proper Printing
Set Zoom at 100% For Filling and Printing IMT

| NOMINATION FOR AWARD | | |
|---|---|------------------------------------|
| AWARD Award Name | CATEGORY (If Applicable) CGO | AWARD PERIOD 1 Oct 08-30 Sep 09 |
| RANK/NAME OF NOMINEE (First, Middle Initial, Last) Capt U. R. Great | SSN (Enter Last 4 Only) 1111 | MAJCOM, FOA, OR DRU AMC |
| DAFSC/DUTY TITLE 4XXX | NOMINEE'S TELEPHONE (DSN & Commercial) 999-1234/888-555-1234 | |
| UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 000 MDOS/SGXX 777 Surgical Lane/XYZ AFB TX/11111-9999 | | |
| RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col I. M. Proud/999-9876/888-555-9876 | | |
| <p>SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)</p> <p>LEADERSHIP AND JOB PERFORMANCE: (Do not add additional information to HEADER lines)</p> <ul style="list-style-type: none"> - 75 points /15 lines maximum not to include the header - Describe leadership accomplishments/performance of primary and additional duties - Describe outstanding actions that improved the delivery of healthcare - Define scope and level of responsibilities and impact on the mission and unit - Include new initiatives or techniques that positively impacted the unit/mission - Duty related awards will be included in this section - All statements should be in standard single line bullet format <p>SIGNIFICANT SELF IMPROVEMENT/BASE AND COMMUNITY INVOLVEMENT:</p> <ul style="list-style-type: none"> - 25 points /5 lines maximum - Show how the member developed or improved skills related to primary duties - Include achievements in professional associations and involvement in both military/civilian communities - Include off-duty education course degree progress or completion...grade point average is optional - Include formal training, CDC enrollment/completion, on-the-job training, PME awards, certifications - Other awards will be included in this section - All statements should be in standard single line bullet format <p>ACRONYM LIST:</p> <p>AAAHC - Accreditation Association for Ambulatory Health Care CAP - College of American Pathology TJC - The Joint Commission</p> | | |

AF IMT 1206, 20000701 V5 PREVIOUS EDITION IS OBSOLETE

Attachment 6

NOMINATION FOR AWARD, TEAM

Figure A6.1. Sample of AF Form 1206, Nomination for Award, Team.

| NOMINATION FOR AWARD | | |
|--|---|--------------------------------------|
| AWARD OFFICIAL AWARD NAME | CATEGORY (If Applicable) TEAM | AWARD PERIOD 1 Oct 08 - 30 Sep 09 |
| RANK/NAME OF NOMINEE (First, Middle Initial, Last) Official Team Name | SSN (Enter Last 4 Only) | MAJCOM, FOA, OR DRU AMC |
| DAFSC/DUTY TITLE N/A | NOMINEE'S TELEPHONE (DSN & Commercial) 888-1234/888-555-1234 | |
| UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 000 MDOS/777 Surgical Lane/XYZ AFB TX/11111-9999 | | |
| RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col I. M. Proud/888-9876/888-555-9876 | | |
| SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) TEAM ACCOMPLISHMENTS: (Do not add additional information to HEADER) - 100 points/20 lines maximum not to include the header - List team accomplishments that support unit, wing, AFMS, AF mission/goals/priorities - List team efforts that identify and meet community and customer needs and desires - Describe outstanding actions that improved the delivery of healthcare - Other significant team contributions to include AFSO21 initiatives - All statements should be in bullet format - Attach a separate list with all team member names and rank (List acronyms horizontally if the list exceeds one vertical column from the heading to the bottom of the page.) ACRONYM LIST: AAAHC - Accreditation Association for Ambulatory Health Care; BAT - Biometrics Automated Toolset; CAB - Combat Action Badge; CAP - College of American Pathology; DARPA - Defense Advanced Research Projects Agency; FOIA - Freedom of Information Act; MCPP - Marine Corps Planning Process; TLAM - Tomahawk Land Attack Missile; TJC - The Joint Commission; UAV - Unmanned Aerial Vehicle | | |

Attachment 7**MEDICAL SERVICE CORPS AWARDS****A7.1. OUTSTANDING MEDICAL LOGISTICS TEAM AWARDS**

A7.1.1. Description. These awards recognize outstanding team accomplishments, innovations, and contributions to medical logistics during the previous fiscal year.

A7.1.1.1. Outstanding Medical Logistics Account of the Year.

A7.1.1.1.1. Large Activity. Criteria: More than fifty individuals assigned to include Active Duty, Civilians, and Contractors.

A7.1.1.1.2. Small Activity. Criteria: Fifty or less individuals assigned to include Active Duty, Civilians, and Contractors.

A7.1.2. Qualifying for Award.

A7.1.2.1. All medical logistics teams working in base level operational positions are eligible. Active Duty and ARC are eligible to compete for this award.

A7.1.2.2. MAJCOMs may submit one nomination in the Large and Small category for Outstanding Medical Logistics Account of the Year.

A7.1.3. Selecting Award Winners. AFMOA/SGAL convenes a selection board in accordance with Section B, paragraph 3 and 4 to review and score nomination packages. The board will make recommendations to the AF Medical Logistics Division Chief who will select the winners. The selection board will review products such as the DMLSS dashboard, the Medical Materiel Management Report, and the Health Service Inspections/Staff Assistance Visit reports as a part of their assessment. Medical logistics accounts should address mitigation actions taken (and the results of those actions) on the AF Form 1206 to address any negative indicators on these reports.

A7.1.4. Award OPR. AFMOA/SGAL.

A7.2. OUTSTANDING RESOURCE MANAGEMENT TEAM AWARD

A7.2.1. Description. This award recognizes outstanding team accomplishments, innovations, and contributions to resource management during the previous fiscal year.

A7.2.2. Qualifying for Award. Resource management teams in a military treatment facility are eligible to be nominated for these awards. Active Duty and ARC are eligible to compete for this award.

A7.2.3. Selecting Award Winners. See Section B, paragraph 3 and 4. Each MAJCOM/DRU submits one nomination annually. MAJCOM/DRU leadership is strongly encouraged to specifically involve their functional area SMEs in evaluation of all award packages submitted to them. This is especially critical when SME functions, historically co-located with MAJCOM/DRU leadership - and an integral and critical part of the review process - have transitioned to a separate, centralized FOA location. The expectation is that no MAJCOM/DRU packages will be forwarded to Air Staff without prior coordination with these MAJCOM/DRU level functional experts.

A7.2.4. Award OPR. AFMSA/SG8Y

A7.3. SURGEON GENERAL'S MEDICAL INFORMATION SERVICES TEAM AWARD

A7.3.1. Description. This award recognizes outstanding team accomplishments, innovations, and contributions to medical information systems during the previous fiscal year.

A7.3.2. Qualifying for Award. Medical information systems teams in a military treatment facility are eligible to be nominated for these awards. Active Duty and ARC are eligible to compete for these awards.

A7.3.3. Selecting Award Winners. See Section B, paragraph 3 and 4. Each MAJCOM submits one nomination annually.

A7.3.4. Award OPR. AFMSA/SG6.

A7.4. OUTSTANDING HEALTH PLAN MANAGEMENT TEAM AWARD

A7.4.1. Description. This award recognizes outstanding team accomplishments, innovations, and contributions to health plan management during the previous fiscal year.

A7.4.2. Qualifying for Award. All patient administration or managed care teams in a military treatment facility are eligible. Active Duty and ARC are eligible to compete for this award.

A7.4.3. Selecting Award Winners. See Section B, paragraph 3 and 4. Each MAJCOM submits one nomination from each category annually.

A7.4.4. Award OPR. AFMSA/SGS3SA.

A7.5. OUTSTANDING MEDICAL READINESS TEAM AWARD

A7.5.1. Description. This award recognizes outstanding team accomplishments, innovations, and contributions to medical readiness during the previous fiscal year.

A7.5.2. Qualifying for Award. All medical readiness teams working at the base operational level are eligible. Active Duty and ARC are eligible to compete for this award.

A7.5.3. Selecting Award Winners. See Section B, paragraph 3 and 4. Each MAJCOM submits one nomination annually.

A7.5.4. Award OPR. AFMSA/SGX

A7.6. USAF YOUNG HEALTH CARE ADMINISTRATOR OF THE YEAR AWARD

A7.6.1. Description. Awarded in honor of Brigadier General Peter C. Bellisario, the USAF Young Health Care Administrator of the Year Award recognizes outstanding company grade Medical Service Corps (MSC) officers. Active Duty and ARC may compete for this award.

A7.6.2. Qualifying for Award. Nominees must:

A7.6.2.1. Possess an AFSC 41AX (Health Services Administrator).

A7.6.2.2. Be in the grade range of 2Lt through Capt with 10 or fewer years of commissioned service by 31 December of the award year.

A7.6.2.3. Have attended military education and professional schools.

A7.6.3. Selecting Award Winners. Section B, paragraph 3 and 4. MAJCOMs, AFRC, and ANG may submit one nomination annually. All other agencies (DRU, FOA, TMA, etc.) will

compete under the at-large category and may submit one nomination annually. A selection board will determine the at-large winner who will then compete with MAJCOMs, AFRC, and ANG nominees at Air Force level.

A7.6.4. Award OPR. AF/SG1A.

A7.7. OUTSTANDING CIVILIAN OF THE YEAR – MSC CIVILIAN

A7.7.1. Description. The Outstanding Civilian of the Year – Medical Service Corps (MSC) Civilian award recognizes outstanding performance among civilian employees who function in health services management and healthcare executive positions.

A7.7.2. Qualifying for Award. Nominees must be an MSC-equivalent (41A) government civilian employee.

A7.7.3. Selecting Award Winners. See Section B, paragraph 3 and 4. MAJCOMs, AFRC, and ANG may submit one nomination annually. All other agencies (DRU, FOA, TMA, etc.) will compete under the at-large category and may submit one nomination annually. A selection board will determine the at-large winner who will then compete with MAJCOMs, AFRC, and ANG nominees at Air Force level.

A7.7.4. Award OPR. AF/SG1A.

Attachment 8

BIOMEDICAL SCIENCES CORPS AWARDS

A8.1. Description. The USAF Biomedical Sciences Corps (BSC) Awards annually recognize BSC officers, civilians, and teams during the award period for outstanding leadership, job performance and their contributions to the Air Force Medical Service.

A8.2. Qualifying for the Awards. Active duty and ARC are eligible to compete for these awards.

A8.3. Award Categories/Eligibility Criteria

A8.3.1. USAF Biomedical Clinician Category I Officer of the Year - Company Grade Category.

Nominees must be in the grade range of First Lieutenant through Captain with a PAFSC of 42XX and assigned to a clinic.

A8.3.2. USAF Biomedical Clinician Category I Officer of the Year - Field Grade Category. Nominees must be in the grade range of Major through Lieutenant Colonel with a PAFSC of 42XX and assigned to a clinic.

A8.3.3. USAF Biomedical Clinician Category II Officer of the Year - Company Grade Category.

Nominees must be in the grade range of First Lieutenant through Captain with a PAFSC of 42XX and assigned to a hospital, medical center, or a medical wing.

A8.3.4. USAF Biomedical Clinician Category II Officer of the Year - Field Grade Category. Nominees must be in the grade range of Major through Lieutenant Colonel with a PAFSC of 42XX and assigned to a hospital, medical center, or a medical wing.

A8.3.5. USAF Biomedical Specialist Category I Officer of the Year - Company Grade Category.

Nominees must be in the grade range of First Lieutenant through Captain with a PAFSC of 43XX and assigned to a clinic.

A8.3.6. USAF Biomedical Specialist Category I Officer of the Year - Field Grade Category. Nominees must be in the grade range of Major through Lieutenant Colonel with a PAFSC of 43XX and assigned to a clinic.

A8.3.7. USAF Biomedical Specialist Category II Officer of the Year – Company Grade Category. Nominees must be in the grade range of First Lieutenant through Captain with a PAFSC of 43XX and assigned to a hospital, medical center, or a medical wing.

A8.3.8. USAF Biomedical Specialist Category II Officer of the Year - Field Grade Category. Nominees must be in the grade range of Major through Lieutenant Colonel with a PAFSC of 43XX and assigned to a hospital, medical center, or a medical wing.

A8.3.9. USAF Biomedical Clinician Category III Officer of the Year. Nominees must be in the grade range of First Lieutenant through Lieutenant Colonel with a PAFSC of 42XX and **not** assigned to a medical treatment facility.

A8.3.10. USAF Biomedical Specialist Category III Officer of the Year. Nominees must be in the grade range of First Lieutenant through Lieutenant Colonel with a PAFSC of 43XX and not assigned to a medical treatment facility.

A8.3.11. USAF Biomedical Clinician Civilian of the Year. Nominees must be a Government Service employee or equivalent with a PAFSC of 42XX.

A8.3.12. USAF Biomedical Specialist Civilian of the Year. Nominees must be a Government Service employee or equivalent with a PAFSC of 43XX.

A8.3.13. USAF BSC Category I Team of the Year. This award recognizes the contributions of a team assigned to a clinic that has made significant contributions and accomplishments related to excellence in mission support and stellar customer service. Nominated teams may consist of BSC officers and civilians with a PAFSC of 42XX and/or 43XX, and enlisted members with a PAFSC of 4B0X1, 4C0X1, 4D0X1, 4E0X1, 4J0X2, 4M0X1, 4P0X1, 4T0X1, and 4V0X1, or any other enlisted members which have significantly contributed to the success of the team.

A8.3.14. USAF BSC Category II Team of the Year. This award recognizes the contributions of a team assigned to a hospital, medical center, or a medical wing that has made significant contributions and accomplishments related to excellence in mission support and stellar customer service. Nominated teams may consist of BSC officers and civilians with a PAFSC of 42XX and/or 43XX, and enlisted members with a PAFSC of 4B0X1, 4C0X1, 4D0X1, 4E0X1, 4J0X2, 4M0X1, 4P0X1, 4T0X1, and 4V0X1, or any other enlisted members which have significantly contributed to the success of the team.

A8.4. Selecting Award Winners. See **paragraphs 3 and 4.** Each MAJCOM, FOA and DRU may submit one nomination in each category annually.

A8.5. Award OPR. AF/SG1B

Attachment 9

DENTAL CORPS AWARDS

A9.1. Description. These awards recognize and reward outstanding individual performance of duty and achievement of AF Dental Service members.

A9.2. Qualifying for Awards. Nominees must meet the following:

A9.2.1. Hold the AFSC 47XX (dentist) for at least 1 year. Active Duty and ARC are eligible to compete for these awards.

A9.2.1.1. Civilian of the Year. Nominees must be Government Service (GS).

A9.2.1.2. Clinical Dentist of the Year. Nominees must be in the grade range of Capt through Maj and be serving primarily in a clinical capacity.

A9.2.1.3. Dental Educator of the Year. Nominees must be in the grade range of Capt through Lt Col and be serving primarily in an academic/instructor capacity. Lt Col nominees must currently be in their first academic assignment.

A9.2.1.4. Small Dental Clinic of the Year. Competitive size category will be determined annually and published by AFMOA/SGD. Team nominations will meet the criteria outlined in Attachment 6, Nomination for Award, Team.

A9.2.1.5. Medium Dental Clinic of the Year. Competitive size category will be determined annually and published by AFMOA/SGD. Team nominations will meet the criteria outlined in Attachment 6, Nomination for Award, Team.

A9.2.1.6. Large Dental Clinic of the Year. Competitive size category will be determined annually and published by AFMOA/SGD. Team nominations will meet the criteria outlined in Attachment 6, Nomination for Award, Team.

A9.3. Selecting Award Winners. See paragraphs 3 and 4. Each MAJCOM, FOA and DRU may submit one nomination in each category annually. Dental officers may only compete in one individual award category per year.

A9.4. Award OPR. AFMOA/SGD and AF/SG1D.

Attachment 10**MEDICAL ENLISTED CORPS AWARDS**

A10.1. Description. These awards recognize and reward outstanding individual performance of duty and achievement of enlisted corps members in the grade range between Amn through TSgt and one award for all eligible MSgts and SMSgts.

A10.1.1. Qualifying for Airmen and NCO Awards. Enlisted nominees must meet the following criteria:

A10.1.1.1. Hold the AFSC for at least 6 months

A10.1.1.2. Active Duty and ARC are eligible to compete for these awards.

A10.1.1.3. Enlisted nominees for Airman of the Year must be in the grade range of Amn through SrA.

A10.1.1.4. Enlisted nominees for NCO of the Year must be in the grade range of SSgt through TSgt.

A10.1.1.5. Nominees will compete in the award category for which they have held their rank for more than 6 months during the eligibility period. Nominees having exactly six months time in grade, in two ranks, will be submitted in the higher category.

Attachment 11

MEDICAL CORPS AWARDS

A11.1. USAF CLINICAL EXCELLENCE AWARD

A11.1.1. Description. The USAF Clinical Excellence Award annually recognizes outstanding physicians and their accomplishments in clinical medicine. One award is given each year to a Company Grade physician and a Field Grade physician.

A11.1.1.1. USAF Clinical Excellence Award – Company Grade Category

A11.1.1.2. USAF Clinical Excellence Award – Field Grade Category

A11.1.2. Eligibility. All USAF active duty, ARC, and Civil Service equivalent physicians, both Doctors of Medicine (MD) and Doctors of Osteopathic Medicine (DO) in a 44XX, 45XX, or 48XX AFSC assigned to a unit or special program authorization within the AF Medical Service are eligible to compete for these awards.

A11.1.2.1. Individuals in the Company Grade category must be Captains (O-3) or GS equivalent Physicians must have served in that grade during two-thirds (8 months) of the award period.

A11.1.2.2. Individuals in the Field Grade category may be in the grade of Major (O-4), Lieutenant Colonel (O-5) or GS equivalent.

A11.1.2.3. Individuals must be board certified in their clinical specialty unless sufficient time has not elapsed since residency for this to be accomplished. In addition, they must be current in their clinical skills.

A11.1.3. Selecting Award Winners. Each MAJCOM may submit up to one nomination from each category annually. The following base is also recognized as a MAJCOM for the purposes of this award and may nominate their physicians in the appropriate category: US Air Force Academy. Hurlburt Field should include AFSOC GSUs in their submissions.

A11.1.3.1. The Chief, Clinical Quality Management will convene a board as directed in Section 4 of this AFI.

A11.1.4. Award OPR. AFMOA/SGOC

A11.2. THE CHIEF OF THE MEDICAL STAFF COMMITMENT TO EXCELLENCE AWARD

A11.2.1. Description. The purpose of the Chief of the Medical Staff Commitment to Excellence Award is to recognize outstanding performance by an Air Force MTF SGH.

A11.2.2. Qualifying for Award.

A11.2.2.1. Rank of Major or Lieutenant Colonel

A11.2.2.2. Must be nominated by their medical group/wing commander.

A11.2.2.3. Must have sustained, superior performance and have made significant contributions to the mentorship of providers, quality of health care provided to patients and the implementation of customer-driven health care.

A11.2.3. Selecting Award Winners. Each MAJCOM submits one nomination annually.

A11.2.4. Award OPR. AFMOA/SGH

A11.3. PHYSICIAN EDUCATOR OF THE YEAR

A11.3.1. Description. The purpose of the Physician Educator of the Year Award is to recognize outstanding performance by a full-time faculty member who is

A11.3.2. Qualifying for Award.

A11.3.2.1. Within the grade range from Captain to Lieutenant Colonel (or GS equivalent)

A11.3.2.2. Serving primarily in an academic/instructor capacity in a DoD GME program or at USUHS.

A11.3.3. Selecting Award Winners. Each MAJCOM submits one nomination annually.

A11.3.4. Award OPR. AFPC/DPAME, Chief, Physician Education Branch

Attachment 12

NURSE CORPS AWARDS

A12.1. Description. These awards recognize superior contributions by company grade and field grade nurses for outstanding leadership, job performance and their contributions to the AF Medical Service.

A12.2. Qualifying for the Awards. Active Duty and AFRC/ANG are eligible to compete for these awards.

A12.2.1. The Company Grade and Field Grade Nurse Officer nominees must:

A12.2.2. Hold the AFSC 46XX (nurse).

A12.2.3. Demonstrate exceptional duty performance and professionalism.

A12.2.4. Have completed at least one full year of commissioned service.

A12.2.5. Meet fitness standards and have no quality force issues.

A12.2.6. Company Grade Nurse of the Year. Nominees must be in the grade range of Second Lieutenant (2Lt) through Captain (Capt) unless otherwise specified by specific award.

A12.2.7. Field Grade Nurse of the Year. Nominees must be in the grade range of Major (Maj)

through Lieutenant Colonel (Lt Col) unless otherwise specified by specific award.

A12.2.8. Perform seventy-five percent or more of their time in the duties that qualify them for a specific award category.

A12.2.9. Nominees **cannot** include performance that was accomplished as a student while in training status (e.g. AFIT, PDE, IDE, SDE or fellowships).

A12.3. USAF CLINICAL EXCELLENCE IN NURSING AWARD – COMPANY GRADE OFFICER CATEGORY

A12.3.1. Description. The USAF Clinical Excellence in Nursing Award - CGO Category annually recognizes an outstanding clinical nurse and his/her accomplishments while assigned to any inpatient, outpatient or flying clinical arena during peacetime or expeditionary medical operations, or both.

A12.3.2. Eligibility. All CGO nurses who are non-privileged in the following 46X AFSCs: 46N3, 46N3E, 46N3F, 46N3G, 46N3J, 46F3, 46P3, 46S3 assigned to any inpatient, outpatient or flying clinical arena.

A12.3.2.1. Perform seventy-five percent or more in clinical duties of eligible AFSC for this award .

A12.3.2.2. Demonstrate exceptional duty performance and professionalism.

A12.3.2.3. Must have a minimum of 12 months in their respective clinical specialty and completion of Readiness Skills Verification Program requirements.

A12.3.3. USAF CLINICAL EXCELLENCE IN NURSING AWARD – FIELD GRADE OFFICER CATEGORY

A12.3.3.1. Description. The Clinical Excellence in Nursing Award-FGO Category annually recognizes an outstanding clinical nurse and his/her accomplishments while assigned to any inpatient, outpatient or flying clinical arena during peacetime or expeditionary medical operations, or both.

A12.3.3.2. Eligibility. FGO nurses in the grade of Maj - Lt Col who are non-privileged in the following 46X AFSCs: 46N3, 46N3E, 46N3F, 46N3G, 46N3J, 46F3, 46P3, 46S3 assigned to any inpatient, outpatient or flying clinical arena.

A12.3.3.2.1. Perform seventy-five percent or more in clinical duties of eligible AFSC for this award.

A12.3.3.2.2. Demonstrate exceptional duty performance and professionalism.

A12.3.3.2.3. Must have a minimum of 12 months in their respective clinical specialty and completion of Readiness Skills Verification Program requirements.

A12.3.3.2.4. Individuals must hold a national certification, preferably in their clinical specialty AFSC.

A12.3.4. PRIVILEGED ADVANCED PRACTICE NURSE AWARD

A12.3.4.1. Description. The Privileged Advanced Practice Award annually recognizes an outstanding Advanced Practice Nurse and his/her accomplishments during either peacetime or expeditionary medical operations, or both.

A12.3.4.2. Eligibility. All nurses who are privileged in any 46Y AFSC (46Y3A, 46Y3B, 46Y3C, 46Y3H, 46Y3P, 46Y3G, 46Y3M) and perform seventy-five percent or more duties and responsibilities of the AFSC as described in AFI 36-2101, *Classifying Military Personnel*.

A12.3.4.2.1. Nominees must be in the grade of Captain through Lieutenant Colonel.

A12.3.4.2.2. Demonstrate exceptional duty performance and professionalism.

A12.3.4.2.3. Individuals must be a credentialed provider and must hold a national certification in their clinical specialty AFSC.

A12.3.4.2.4. Must have a minimum of 12 months in their respective clinical specialty and completion of Readiness Skills Verification Program requirements.

A12.3.5. CIVILIAN NURSE OF THE YEAR AWARD

A12.3.5.1. Description. The Civilian Nurse of the Year Award annually recognizes an outstanding clinical nurse and his/her accomplishments while assigned to any inpatient, outpatient, CoE, MAJCOM, FOA arena.

A12.3.5.2. Eligibility. All GS civilian RNs in the grade of 7-13 holding a BSN.

A12.3.5.2.1. Perform seventy-five percent or more in clinical duties.

A12.3.5.2.2. Demonstrate exceptional duty performance and professionalism.

A12.3.5.2.3. Must have a minimum of 12 months in their respective clinical specialty area and must be current in their clinical skills as required by state practice standards.

A12.3.6. USAF OUTSTANDING EXCELLENCE IN NURSING LEADERSHIP AWARD

A12.3.6.1. Description. Awarded in honor of Major General Barbara Brannon, the USAF Outstanding Excellence in Nursing Leadership Award annually recognizes exemplary nursing leadership and contributions made to the Air Force by a Chief Nurse (CN).

A12.3.6.2. Eligibility. Nominees must be in the grade of Major to Lieutenant Colonel and have made significant contributions enhancing nursing leadership, nursing care delivery, patient safety, and professional development for nursing personnel in an inpatient, outpatient or flying clinical arena during peacetime or expeditionary medical operations, or both. The nomination period of consideration for award is the FY when individual has served at least 12 months as CN. *EXCEPTION:* If nominee is in a short-tour area of 12 months or less, the nominee must have served in the position for at least 6 months.

A12.3.6.2.1. Have a master's degree, certification, PME commensurate w/grade.

A12.3.6.2.2. Demonstrate exceptional duty performance and professionalism.

A12.3.6.2.3. Must have a minimum of 12 months in their respective clinical specialty and completion of Readiness Skills Verification Program requirements.

A12.3.6.2.4. Participate in professional nursing organizations at the local/national level.

A12.3.7. OUTSTANDING ACHIEVEMENT IN NURSING FORCE DEVELOPMENT AWARD

A12.3.7.1. Description. The Outstanding Achievement in Nursing Force Development Award annually recognizes an exemplary nurse who has made a significant impact in education and training within the AFMS.

A12.3.7.2. Eligibility. All nurses in the grade of Captain through Lieutenant Colonel in any 46X or 46Y AFSC assigned in an education and training capacity in an MTFs, civilian training sites, Medical Education and Training Campus, Camp Bullis, 711th Human Performance Wing, or any other formal Education and Training sites.

A12.3.7.2.1. Perform seventy-five percent or more in education and training duties.

A12.3.7.2.2. Demonstrate exceptional duty performance and professionalism.

A12.3.7.2.3. Must have a minimum of 12 months in their respective clinical specialty and completion of Readiness Skills Verification Program requirements.

A12.3.7.2.4. Individuals must hold a national certification, preferably in their clinical specialty AFSC.

A12.4. Award OPR. AF/SG1N

Attachment 13**MULTI-CORPS AWARDS****A13.1. USAF OUTSTANDING ACHIEVEMENT IN CLINICAL RESEARCH AWARD**

A13.1.1. Description. The USAF Outstanding Achievement in Clinical Research Award annually recognizes a Medical, Dental, Nurse, or Biomedical Sciences Corps officer whose accomplishments in advancing medical research are noteworthy.

A13.1.2. Eligibility.

A13.1.2.1. All USAF active duty and ARC Medical, Dental, Nurse, and Biomedical Sciences Corps officers, assigned to a unit or special program authorization within the AF Medical Service are eligible to compete for this award.

A13.1.2.2. Individuals must be board certified, if eligible, in their specialty/sub-specialty and be current in their clinical skills as required by national practice standards and/or the Readiness Skills Verification Program (RSVP), whichever is more stringent during the eligibility period.

A13.1.3. Selecting Award Winners.

A13.1.3.1. Each MAJCOM may submit up to one nomination annually. The following base is also recognized as a MAJCOM for the purposes of this award and may nominate one officer in the appropriate category: US Air Force Academy.

A13.1.3.2. The Division of Research Oversight and Compliance (AF/SGRC) will convene a board as directed in Section 4 of this AFI.

A13.1.4. Award OPR. AFMSA/SGRS.

A13.2. USAF OUTSTANDING PATIENT CENTERED MEDICAL HOME AWARD

A13.2.1. Description. This award recognizes outstanding primary care clinic (Family Health, Pediatrics or Internal Medicine) performance and achievement in the delivery of healthcare in a patient centered medical home during the award period.

A13.2.2. Qualifying for Award. Any primary care clinic that has formally implemented a Patient Centered Medical Home (e.g. FHI implementation) is eligible to be nominated for this award.

A13.2.3. Selecting Award Winners. Winners will be selected based on clinic impact in key areas of Patient Centered Medical Home care delivery such as patient continuity with PCM/team, patient satisfaction and patient outcome measures (i.e. HEDIS). Additional areas of consideration will include implementation of practices that are in keeping with the Joint Principles of the Patient Centered Medical Home. Each MAJCOM may nominate one clinic annually.

A13.2.4. Award OPR. AF Chief Consultant for Family Medicine Services, AFMOA/SGHM1.

A13.3. AFMS PATIENT SAFETY PROGRAM AWARDS

A13.3.1. Description. This award recognizes outstanding Air Force Patient Safety programs. Because Patient Safety is a multidisciplinary team effort, the award recognizes installation or Aeromedical Evacuation (AE) Squadron patient safety teams rather than individuals.

A13.3.2. Qualifying for Award. This team award applies to all AD Medical Treatment Facilities and AD or ARC AE Squadrons that have made significant contributions and accomplishments for the advancement of Patient Safety.

A13.3.2.1. Nomination must exhibit strong leadership involvement and support of beneficiary population as it relates to patient safety and the patient safety program.

A13.3.2.2. Nomination must focus on efforts specific to patient safety. These deal primarily with the avoidance, prevention or amelioration of adverse outcomes or injuries stemming from the process of healthcare itself. Patient safety and quality are not synonymous. Patient Safety is a subset of quality.

A13.3.2.3. Nominations must address: leadership involvement, achieved improvements in patient safety and how the MTF or AE Squadron promoted and enhanced patient safety for its beneficiaries.

A13.3.3. Award categories:

A13.3.3.1. Best Ambulatory Clinic Patient Safety Program (includes ambulatory surgery facilities).

A13.3.3.2. Best Inpatient Facility Patient Safety Program.

A13.3.3.3. Best AE Squadron Patient Safety Program.

A13.3.4. Selecting Award Winners: See para 3.5 and Attachment 6 for example. Each MAJCOM may submit one nomination for each category annually.

A13.3.5 Award OPR. AFMOA/SG3OQ.

A13.4. AIR FORCE SURGEON GENERAL AWARD FOR BEST HOSPITAL OR CLINIC

A13.4.1. Description. This award recognizes the outstanding Air Force MTF of the year.

A13.4.2. Qualifying for Award. This award applies to all AD Medical Treatment Facilities that have made significant contributions and accomplishments related to the following:

A13.4.2.1. Excellence in mission support.

A13.4.2.2. Stellar customer service.

A13.4.3. Award categories

A13.4.3.1. Hospital of the Year.

A13.4.3.2. Clinic of the Year.

A13.4.4. Selecting Award Winners. Each MAJCOM may submit one nomination for each category (if applicable) using the DD Form 1206. Packages are restricted to narrative format, and must be 100 words or less. The SG will select the winner in each category, and the award will be presented at the MHS Annual Conference.

A13.4.5. Award OPR. AFMOA/CAG